

Basic Outline:

HP Program Components

Structure

This OUTLINE is intended to inform you of HP Program COMPONENTS and STRUCTURE but does not substitute for formal Health Promotion Program training, which is necessary to implement this information at your command.

Components:

- An organized method of promoting good health in the work environment (ongoing programs, i.e., Women's Wellness, Stress Management, Alcohol Awareness, Smoking Cessation).
- Screens for specific health problems (existing and potential risks) in all command personnel (i.e., using HEAR Survey data, medical record screening for high blood pressure by Medical Dept staff, reported command alcohol related events and PRT outcomes, custom-made "needs assessment" survey or other tool).
- Supports healthy individuals and those with known disease or disability (i.e., hay fever, hearing loss, chronic low back pain, high blood pressure, high cholesterol).
- Fosters lifestyle behaviors that develop healthy living habits; discourages those habits that may lead to illness, disability, or premature death (i.e., smoking, obesity, high risk STD/HIV behavior, injury prevention programs).
- Uses multiple formats to promote health (i.e., posted health awareness messages, individual and group education, health fairs, programs on and off-site; types of activities and programs vary dependent on health needs and interests of specific command population and individual participant's desire and readiness for lifestyle change).

Structure:

Worksite Health Promotion Program Structure [Adapted from the "Wellness Outreach at Work Program: A Step-by-Step Guide," National Institute of Health and National Heart, Lung, and Blood Institute.]

Design Your Program

1. **Must have a Command HPP Coordinator:** (a) can be any interested person of any rate/rank, (b) **requires formal Health Promotion Coordinator Training** (i.e., Health Promotion at the Deckplates Course, NEHC HP training) or prior Health Promotion **experience**.
2. Establish a **Health Promotion (HP) Committee** (at least 3 other personnel from different departments; ideally, include a representative(s) from Medical Dept).
3. Identify **target population**, set initial **goals and activities** to accomplish goals with HP Committee; **design a plan for evaluation** of your program
4. **Promote** the program (advertise/market; elicit CO/command support).
5. Plan to reach all command personnel.

I. Put Your Program into Action(Enlist advice and/or assistance from Medical Dept concerning issues of patient confidentiality or management of specific health problems or risks)

Task 1: Screen and Refer Participating Personnel

1. Collect information/**needs assessment** of your population (i.e., using a questionnaire, medical record review, HRA/HEAR survey) & **analyze data**; consent form may be required
2. Contact personnel shortly after screening to review results (may be with individual participant or with a group)
3. Inform Medical Dept/Primary Care Manager of health findings by informational memo or referral of individual for appointment
4. Refer and sign up personnel for health improvement programs, educational offerings
5. Enroll personnel in a "follow-up system" (as designed for the particular program)

Task 2: Follow Up and Counsel Personnel

1. Set priorities for counseling after participant enrolls/begins health improvement program
2. Contact personnel; use variety of methods (email, phone workspace, mail memo)
3. Encourage personnel to begin and/or continue health improvement program

Task 3: Follow Up with Healthcare Providers (MD, NP, PA, IDC)

1. Ensure that Medical Dept/Primary Care Managers are aware of their patients' involvement and progress in specific health improvement programs (i.e., by letter memo, email, phone)
2. Interval f/u with primary care manager and/or other providers as appropriate (i.e, q 6 mo)

Task 4: Offer a Menu of Health Improvement Programs

1. **Provide at least 3 programs** (i.e., Women's Wellness, Stress Management, Lipid Screening)
2. Obtain and adapt materials (overhead announcements, POD notices, videos) to the particular program
3. Contact personnel shortly after screening
4. **Publicize/market your health improvement programs** (to individuals and command-wide)
5. Work with healthy personnel as well as those who may have specific, known health problems (i.e., hearing deficit, environmental allergies, chronic low back pain)

Task 5: Organize the Worksite to Create a Healthy, Safe Environment

1. Enlist the support of key personnel
2. Include key personnel when planning activities
3. Organize group activities focused on health
4. Review services and policies to help change/improve standard practices when appropriate

II. Measure Your Program's Results/Evaluate (*use metrics where possible*)

1. **Find out if your procedures work** (qualitative & quantitative before vs. after data metrics)
2. **Assess personnel participation** (i.e., review participation rosters, participant evaluation forms)
3. **Measure personnel's progress** in reducing risks (i.e., repeat survey after program intervention)
4. Figure your costs and cost-effectiveness